

Town Mayor
Work Session Meeting – 7:30 pm
Monday, September 10, 2018
Municipal Building

Meeting Minutes

Call to order– 7:46 pm

Roll Call – Mayor Muhammad; CM Barnes; CW Brownson; CW Hines; CM McLaurin and CM Kennedy, II (6) officials were present. CM Washington were absent. We had a quorum.

Moment of Silence –

Pledge of Allegiance to the Flag of the United States of America

Approval of Agenda – Motion by CW Brownson; seconded by CW Hines to adopt the agenda; all were in favor. Vote (6) yes. motion passed.

Approval of Minutes from August 6 and 15, 2018 – Motion by CM Kennedy II; seconded by CM Hines to adopt the minutes; all were in favor; motion passed.

Public Period -- Ms. Paula Ware mentioned that the Charles County Humane society offered a deal for traps for raccoons where traps could be refunded upon their return. This was in relation to the article in the September/October newsletter about how to discourage congregation of feral cats and raccoons. Also mentioned concerns about dealing with feral cats, and of a spay and neuter clinic on Dorsey Road.

Mr. Ware of Ottawa Street thanked a police officer for his help in a family situation. He also noted that some people have not been following the codes for trash, and that there is a lot off Ottawa Street with tall grass that could be a potential hazard.

CASA representative introduced themselves.

Staff Reports -- In the Town Clerk office and on the Town Website.

Ward I Report -- CM Barnes suggested renting a bus in November so that residents would be able to get to polling places.

Ward II Report -- CW Brownson thanked CASA for coming out.

Ward III Report -- CW Hines reported that the schools were thankful for the donation of school supplies. CW Hines also noted an area near the Community Garden that needed to have its grass cut. It was noted that the area in question belonged to the Board of Education.

Legislation:

Resolution 52-18 to approve a contract for repairing the front door canopy at Forest Heights Town Hall; motion by CM Kennedy II to waive full reading; seconded by CW Hines; all in favor; Motion by CM Kennedy II and seconded by CW Hines to adopt Resolution 52-18; discussion; tabled until Wednesday, September 19, 2018 meeting for more information.

Resolution 53-18 authorizing the mayor to enter into a contract on behalf of the Town of Forest Heights with a company to remove debris from a public area along Sachem Drive; motion by CM Kennedy II and seconded by CW Hines to waive full reading; all in favor; motion by CM Kennedy to adopt Resolution 53-18; seconded by CW Hines; discussion. Public Works does not have the equipment to pull fallen trees that are in the area. Vote; (4) yes; (2) no; motion passed.

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Resolution 54-18 to approve a contract for re-pavement of the front parking lot at Forest Heights Town Hall; motion by CM Kennedy II; seconded by CW Hines to waive full reading; all in favor; motion by CM Kennedy II and seconded by CW to adopt Resolution 54-18; discussion; motion by CM Kennedy II and seconded by CW Hines to table resolution on the basis that other repairs are more needed; motion passes with 1 opposition.

Resolution 57-18 to accept the Proposal with Purnell Hall Concrete, to install and tear down 12 footers to be provided for the 12x14 gazebo at the Community Garden and Community Park; reading; Motion by CM Kennedy II and seconded by CW Hines to adopt Resolution 57-18; discussion; vote; (5) yes; (1) abstain; motion passed.

Resolution 58-18 authorizing the Mayor to enter into a contract between the Town of Forest Heights, Maryland and Stanley Mosley (Contractor) as Circuit Rider Town Manager; motion by CM Kennedy II to waive full reading; seconded by CW Hines; approved with 1 opposition; motion by CM Kennedy II and seconded by CW Hines to adopt Resolution 58-18; discussion. The legislation is to approve the terms under which Mr. Mosley is being hired. Proposal to change title from Town Manager-Circuit Rider to Circuit Rider Town Manager; all in favor; vote as amended; (6) yes; (0) no; motion passed.

Resolution 59-18 Fiscal Year 2019 Budget Amendment; Motion by CM Kennedy II and seconded by CW Hines to waive full reading; passed with 1 opposition; motion by CM Kennedy II and seconded by CW Hines to adopt 59-18; discussion; vote (6) yes; (0) no; motion passed.

New Business -- Attorney Best suggested to mention General Order 2018-1- Tasers, because the Chief of Police has a duty to inform the Council and Mayor of the newly promulgated General Order. Motion by CM McLaurin and seconded by CM McLaurin to bring in new business before going into closed session; all in favor.

Enter into Close Session at 9:41 p.m.

Vote to Close Session:	YES	NO	ABSTAIN	ABSENT
Mayor Habeeb-Ullah Muhammad	[X]	[]	[]	[]
Councilman Calvin Washington	[]	[]	[]	[X]
Councilman Robert Barnes	[X]	[]	[]	[]
Councilwoman Theresa Brownson	[X]	[]	[]	[]
Councilman Jonathon Kennedy II	[X]	[]	[]	[]
Councilman Brian McLaurin	[X]	[]	[]	[]
Councilwoman Taunya Hines	[X]	[]	[]	[]
All in favor, Motion pass				

Topics to be discussed:

State Government Article Section 10-508(a):

To consult with counsel to obtain legal advice on a legal matter.

All present at the Close Meeting:

Mayor Muhammad	CM Kennedy II	CM McLaurin
CW Hines	CM Barnes	CW Brownson
Town Administrator Linwood Robinson		
Town Attorney Kevin Best		
Town Clerk Sherletta Hawkins		
End close Session 9:52p.m		

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Meeting Minutes

Adjourned- 9:54pm

Sherletta Hawkins

Submitted by Town Clerk

TOWN COUNCIL WORK SESSION MEETING

Monday, September 10, 2018
7:30 pm
Municipal Building

Agenda

- I. Call to Order
- II. Roll Call
- III. Moment of Silence
- IV. Pledge of Allegiance to the Flag of the United States of America
- V. Approval of Agenda
- VI. Approval of Meeting Minutes (August 6 and 15, 2018)
- VII. Public Period (limit 2 minutes)
- VIII. Reports
 - a. Treasurer
 - b. Public Works Director
 - c. Code Enforcement
 - d. Ombudsman
 - e. Police Chief
 - f. Circuit Rider
 - g. Town Administrator
- IX. Councilmember/Mayor Report
 - a. Ward I
 - b. Ward II
 - c. Ward III
- X. Legislation
- XI. Closed Session
- XII. New Business
- XIII. Adjournment

**Town of Forest Heights
Treasurer's Report
September 10, 2018**

- Updated -

	Bank Acct Balance <u>09/07/18</u>	Quickbook Balance <u>08/31/18</u>	Quickbook Balance <u>08/31/17</u>
TD Bank General Fund	147,835.97	141,536.84	102,547.10
TD Bank Rainy Day Fund	154,132.40	154,132.40	150,693.73
TD Bank Speed Camera	2,388,033.79	2,366,600.34	1,733,416.66
TD Bank Municipal Money Market	213,364.59	213,364.59	213,114.12
	<u>2,903,366.75</u>	<u>2,875,634.17</u>	<u>2,199,771.61</u>

General Fund Highlights:

1. Income Tax distribution - \$12,561.77
2. Real Estate Tax distribution - \$2,590.46
3. Verizon 4th Quarter Peg Grant Distribution - \$4,600.84
4. Verizon 4th Quarter Franchise Fee received - \$7,234.03
5. Highway User June 2018 distribution - \$4,636.25
6. Chesapeake Bay Trust grant funds received for Rain Barrel Workshop - \$1,250.00

Note:

- The CDA Infrastructure Bond closed on August 30, 2018.

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

September 7, 2018

Town Appearance:

- Maintain and up keep of the Lot next to Henry's
- Daily Trash pickup
- Monthly inspection of the Tot Lot (placed spring on front gate)
- Patching potholes
- Report of Street light outages
- JL Trees re-cut tree branches from Community Garden (9-4-18)
- Bigbelly trashcans installed at Livingston Rd and Community Park (8-1-18)
- Footers poured for gazebos at Community Garden and Community Park (8-1,2-18)
 - Need to have concrete footers removed and re-poured
- Contact Pepco of fallen tree on wires (Pepco removed the tree from wires)
 - Public Works removed tree after poison Oak/Ivy died
 - Public Works removed fall tree on Cree Dr.

Town Infrastructure:

- Compiling a list of potholes/speed humps with street addresses for repair and replace.(in process of preparing to put out to bid)
- Sent out for bids on the repair/resurface of front parking lot at the Municipal Building
 - Selected a contractor, waiting for council's approval
 - resolutions to clean Sachem Dr; repair canopy over main entrance to Municipal building. Waiting for council's approval.
 - Preparing to send out bids to replace yellow retaining wall
 - Remove and replaced broken sidewalk at 5908 Ottawa St (8-7-18)
 - Rolph Dr:** 95% complete.

Waiting on possible solution to fix grass issues:

To get this done in early September so we can get some good growth this fall.

will remove the curlex and some of the weeds, etc that are growing in the existing grass. Would not be a good idea to kill everything and start over so they will amend the soil with herbicide and fertilizer and reseed the entire right of way with double high quality seed. This according to landscaper, should yield a good stand of grass.

seed - Vitality Mix

Fertilizer - Standard Fertilizer 920.03.01(a) 20-16-12

Herbicide- Southern Ag 2, 4 - D Amine Weed Killer (Control Broad-Leaf Weeds, Grass

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

- Resident @ 107 Rolp Dr. asked that his railings to his steps to be replaced (Completed)
- Moving forward with Safe Routes & N. Huron, with Pennoni P.E
- Walk thru with Kim Adams of Penonni to document trees, fences, utilities to be removed/replaced on residents property(letter prepared for residents)
- Peer Review by Mr. Ahmed Saifuddin in final stage, plans uploaded to DPIE site, waiting for comments (there is a need for a third review)
- Letters has gone out to residents informing them of pending work the week of Aug.7th
- Once peer review is complete, construction permit can be obtained

Building Infrastructure:

606 Modoc:

- Meeting with iNET at town hall to give complete explanation of equipment (BOM) need to be purchased to complete iNET connection (to be submitted by resolution) (resolution passed) Equipment has started arriving
- interviewed possible candidates for 606 project Manager. (On hold.)
- Meet with TA and Ray Bradner of CTI about further inspections of 606
- Mtg. with Monumental, Strategies 1st, TA about the future services- do or die
- Renewed POD for 606 to house donated furniture during construction (on going)
- Temporary safety fence around house at 606 Modoc La. (on going)
- Value Dry waterproofed back side of Municipal bldg. (9-6-18)

Equipment Maintenance

- Repair of Billy Goat leaf Vac; Pressure Washer; extended Hedge Trimmer
- purchase of hand blower
- Ordered Wood Chipper
- In process of obtaining LG tags for small trailer

Other Areas:

- Applying for Stormwater Stewardship funding grant
- Answering Resident Communication (numerous)

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

- ❖ **SRTS Boring Starts August 6th (N. Huron Drive)** (completed)
- ❖ **The pet waste stations arrived and installed around the town** (meeting w/ Kelley Peaks for GPS coord. (9-7-18))
- ❖ **Bidding Process for parking lot done** (selected contractor, waiting for council's approval)

CODE ENFORCEMENT VIOLATIONS

August, 2018 Report

Civil Citations				
Location	Violation	Citation Type/#	Result	Disposition
210 North Huron Drive	No Tags	Citation/2Z35104113	\$ 250.00	paid
6009 Terrell Avenue	trash/debris	Citation/0Z36079750	\$ 250.00	paid
5614 Arapahoe Drive	Car parked on grass	Citation/1Z42197618	\$ 250.00	paid
5614 Arapahoe Drive	Car parked on grass	Citation/0Z42197617	\$ 250.00	paid
			\$ 1,000.00	
Building Permits				
Location			Result	
5601 Shawnee Drive			\$ 50.00	paid
5519 Livingston RD			\$ 50.00	paid
5905 Sumner Lane			\$ 50.00	paid
6004 Terrell Avenue			\$ 50.00	paid
5529 Livingston RD			\$ 320.00	paid
5518 Arapahoe Drive			\$ 50.00	paid
136 Cree Drive			\$ 112.75	paid
			\$ 682.75	
Business Licenses				
Location	Business Name		Result	Disposition
5515 Livingston RD	Hanah Sushi WHSE		\$ 300.00	paid
Rental Permits				
Location			Result	Disposition
5807 Black Hawk Drive			\$ 75.00	paid
5919 Ottawa Street			\$ 75.00	paid
119 Cree Drive			\$ 75.00	paid
814 Quade Street			\$ 75.00	paid
5811 Sachem Drive			\$ 75.00	paid
604 Modoc Lane			\$ 75.00	paid
5810 Spokane Drive			\$ 75.00	paid
113 Iroquois Way			\$ 75.00	paid
117 South Huron Drive			\$ 75.00	paid
5919 Choctaw Drive			\$ 75.00	paid
5916 Choctaw Drive			\$ 75.00	paid
5800 Choctaw Drive			\$ 75.00	paid
5612 Arapahoe Drive			\$ 75.00	paid
			\$ 975.00	
Total			\$ 2,957.75	

TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN

August 2018

Ombudsman Report

Anthony Rease

For the month of August, the Town of Forest Heights has 12 requests for late fee dismissal. 3 late fee requests were granted. 9 requests were denied. 3 granted Prince George's County Police request for dismissal for emergency call. 2 Granted transfer of liability request. 1 request for more information on the citation, because the citation does not give the hundred blk of Indian Head Hwy. 7 denied request for general dismissal.

FOREST HEIGHTS POLICE DEPARTMENT MONTHLY REPORT AND CALLS FOR SERVICE FOR AUGUST 2018

Mitchell, Pablo

Sent: Tuesday, August 28, 2018 11:34 AM

To: Hawkins, Sherletta

Cc: Anthony N Rease; Linwood Robinson; Via, Kathleen

FOREST HEIGHTS AUGUST 2018 MONTHLY STATS :

MILES PATROLLED : 3759
CALLS FOR SERVICE : 267
REPORT WRITTEN: 36
ARRESTS: 3
FINE AND FEES: \$4,200.00

FOREST HEIGHTS POLICE DEPARTMENT AUGUST 2018 ALL CALLS FOR SERVICE

Incident Type Total:

911 DISCONNECT 27

ACCIDENT 7

ANIMAL COMPLAINT 2

ARMED PERSON 1

ASSAULT COMBINED 1

ASSIST 1

CDS COMPLAINT 1

CHECK WELFARE 8

CHECK WELFARE COMBINED 1

CUTTING COMBINED 1

DISORDERLY 6

DOMESTIC 6

DOMESTIC STANDBY 1

FAMILY DISPUTE 1

HIT AND RUN 1

LOST PROPERTY 1

MISC POLICE INCIDENT 11

MISSING PERSON 2

NOTIFICATION 1

PAST SUSPICIOUS PERSON 1

PREMISE CHECK 113

PROPERTY ALARM 1
PROPERTY DAMAGE 7
RESIDENTIAL ALARM 3
RESIDENTIAL PANIC ALARM 2
SHOOTING COMBINED 1
STOLEN VEH 3
SUBJECT STOP 9
SUSPICIOUS AUTO 4
SUSPICIOUS OCC AUTO 6
SUSPICIOUS PERSON 3
THEFT FROM AUTO 3
THEFT J O 3
THEFT REPORT 1
TRAFFIC COMPLAINT 6
TRAFFIC HAZARD 1
TRESPASSING COMPL 2
UNKNOWN TROUBLE 13
VANDALISM 3
VEHICLE ACCIDENT COMBINED 1
WARRANT SERVICE 1

Total Calls : 267

FOREST HEIGHTS POLICE DEPARTMENT CITATIONS FOR AUGUST 2018

TRAFFIC CITATIONS :282

TRAFFIC WARNINGS :152

STATE ERO :42

PARKING CITATION :12

V/R

Pablo F. Mitchell, Colonel
Chief of Police
Forest Heights Police Department
5508 Arapahoe Drive

Forest Heights, Maryland 20745

P - 301-839-4040

F - 301-839-1122

606 Modoc Lane Meeting with Strategies First & Monument Enterprises

On September 4th, staff met with reps. from Strategies First and Monument Enterprises to discuss moving forward with the 606 Modoc Lane project. Attendees were: Town Administrator, Public Works Director, Monique Zalsoz and Mike Green (Strategies First) and, Charles Franklin and Quinton Osborn (Monument Enterprises)

We shared how we are dissatisfied with past project performance, lack of proactivity, follow up and maintenance of this project. I stressed that the time has come for the Town to move forward with project completion with or without them.

We agreed that at this time, there are two sources of contention. 1. Each party has a different perception of the roles set forth in the existing contract and, 2. The submission of past invoices and change orders to the tune of approximately \$81,000 that the Town does not feel are justified. The good news is, for now both SF and Monument have agreed to put aside and revisit the invoices and concentrate on what it will take to move the project forward.

So, in this spirit a plan to move forward was developed at the meeting which is as follows:

1. We agreed to draft a contract addendum which will clarify, update and more specifically spell out the roles of each party (Strategies First, Monument, the Town and any others) going forward. This will be drafted by SF with the intent of obtaining Mayor and Town Council approval. I also asked that the addendum include an agreed upon expected completion date for the project.
2. Strategies First, Monument Enterprises, the project architect and the Town will meet very soon to review the construction plans for the project to address any need for plan amendments or applicable Code updates before further plan approval and inspections are necessary.
3. Hold a meeting to include all contractors and subcontractors to let them know the project is up and running again and prepare them for their roles and responsibilities in a timely fashion.

We agreed that Strategies First is poised to begin work on its contractual scope of work within a couple of weeks depending on the status of certain inspections. We hope to get the overall coordination of the remaining contractor work underway soon after.

Town Hall Custodian Position

An announcement to fill the vacant Custodian position was advertised beginning August 24th and closed on September 7th. The position was advertised on the Indeed job website, in the Town Newsletter and on Town Hall bulletin boards. There was significant response to the advertisement. The Mayor hopes to make a hiring decision in the very near future.

Part-Time Code Enforcement Officer Position

An announcement to fill the vacant Code Enforcement Officer position was advertised beginning July 27th and closed on August 10th. The position was advertised on the Indeed job website, in the Town Newsletter and on Town Hall bulletin boards. There was significant response to the advertisement. The Mayor hopes to make a hiring decision in the very near future.

Completion of Town Hall Building Waterproofing

Per the proposal and contract recently approved by Town Council Resolution, Value Dry performed work and completed the necessary waterproofing of the Town Hall building on September 7th.

9.10.18 Town Administrator Council Report